



6-1-2021

Work Permits

Steps to Complete:

Go to the Miami East Web Site under “Parent Forms”. Locate the **TWO** forms “**Work Permit Application for Minors**” and “**Work Permit Physical Form**”. If the high school office is open these forms can also be picked up in the high school office.

There are **3 sections** to a work permit that need completed.

- The **top section** of the “**Work Permit Application for Minors**” is completed and signed **by the parent**.
- The **bottom section** of the “**Work Permit Application for Minors**” is filled out and signed **by the employer**.
- Lastly, a student must have a physical. If we have a sports physical on file and it is less than 1 year old, we can use that.
- Once both forms have been completed contact the high school office to have the work permit processed and submitted to the state. **The worksheet you pick up is not the actual work permit**. This is just the worksheet used to enter the information to request a formal permit.
- If the forms are being completed during the summer months please contact Superintendent, Dr. Rappold at 335-7505 ext. 1124 to make arrangements to have the office finalize the permit.